



**CONFERENCE CHICAGO  
AT UNIVERSITY CENTER**

**SUMMER GUEST HANDBOOK**

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Managed by CBRE, Inc.

525 South State Street • Chicago, IL 60605 • 312-924-8000 • [www.chicagosummerhousing.com](http://www.chicagosummerhousing.com)

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## **Welcome to University Center!!**

We're excited to be a part of your Chicago experience! Please take a moment to familiarize yourself with the following Guest Services information and Building Policies. Inside, you will find helpful resources and references designed to ensure safety and comfort during your stay.

In addition to this guide, our Guest Services Desk located on the north end of the first floor lobby has University Center staff readily available to assist you.

No matter how long or short your stay, our prime location offers a number of exciting Chicago experiences. You're just steps away from some of the nation's finest parks, museums, shopping, entertainment and restaurants. Look for details inside regarding local information that, along with University Center, will make sure your visit is one to remember!

## **Summer Resident Handbook Introduction**

This handbook will explain your privileges and expectations as a member of this very special community, where respect for the rights of others is a primary goal. We hope you will be an active participant in a cooperative effort by residents and staff to accomplish this central goal. In order to fully benefit from the rich diversity of the UC community, it is important for all community members to respect new ideas, demonstrate tolerance and have an open mind.

All residents and their visiting guests (if allowed) are expected to follow the policies and procedures and community standards described in this handbook.

Violation of policies or procedures will be reviewed by UC staff, and may result in a wide range of sanctions including removal from the UC community. While every effort has been made to provide residents with complete and accurate information, UC Management reserves the right to change, amend, modify or revoke any policy or procedure contained in this document, with or without notice. In the event of a question, final interpretation of the policies and procedures applicable to UC is the responsibility of the Executive Director in consultation with Conference Leaders.

# Guest Services

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## University Center Staff

UC staff provides a variety of services and referrals to help residents maximize their professional, academic and living experiences. UC staff will assist residents during their transition, respond to emergencies and are available to meet with residents during business hours or through the 24-hour Security Desk at (312) 924-8911.

### **University Center Summer Housing and Conference Chicago Professional Staff:**

#### **Jake Holtz, Assistant Director of Summer Housing and Conference Operations**

[jholtz@universitycenter.com](mailto:jholtz@universitycenter.com); 312-924-8092

#### **LaChandra (Shani) Simon, Assistant Director of Sales and Marketing**

[lsimon@universitycenter.com](mailto:lsimon@universitycenter.com); 312-924-8089

#### **Julia Hamilton, Event Manager**

[jhamilton@universitycenter.com](mailto:jhamilton@universitycenter.com); 312-924-8091

#### **Kristen Farley, Conference Coordinator**

[kfarley@universitycenter.com](mailto:kfarley@universitycenter.com); 312-924-8110

Professional Staff members work out of the Conference Chicago Office, located on the second floor of the conference center. Staff is available to meet by appointment Monday through Friday from 9:00 a.m. to 6:00 p.m. Please check with the summer guest services desk on the first floor to request an appointment with any professional staff or for information about programs, policies or any other support.

### **University Center Employee Summer Interns**

University Center employs live-in Interns from various schools of hospitality to assist with the summer housing and conference operation. You most likely were checked in by an intern upon your arrival, and they will be serving you throughout your stay. The intern staff is available at the Guest Services desk on the north end of the lobby and can always be reached at 312-924-8111.

### **University Center Resident Advisors (RAs)**

The RAs are live-in student staff committed to the personal and academic success of our residents and our community. Conference Chicago Interns, along with RAs create community through leadership, programming and policy enforcement. They are your primary source for information, problem solving and support.

Conference Chicago Intern staff/RAs will organize social events for residents, monitor and report any institutional facility-related concerns and help provide extended office hour coverage. They are responsible for inspecting common areas (“rounds”) and conducting periodic room inspections as directed and with appropriate notice. **If an Intern, employee or RA requests access to your room to review a policy, please be respectful and cooperative.**

### **Residence Education Coordinators (RECs)**

The RECs are live-in professional staff who report to the Director of Residence Life and supervise the RA staff. Each REC serves in the on-call rotation for emergency response.

### **Management Staff**

The UC management team consists of the Executive Director (General Manager), Senior Director of Housing Services, Director and Assistant Director of Residence Life, Director of Facilities, Assistant Director of Summer Housing and Conference Operations, Assistant Director of Sales and Marketing and the Business Manager. Some Directors are live-in staff and share on-call responsibilities for emergency response. The Management Staff supervise a full team dedicated to serving the UC community including engineers, custodians, food service employees, security staff, contractors and student staff.



# Building Areas

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University Center consists of 18 floors. Residents are housed on floors 3 through 18. The Mail Room, Conference Center, Dining Facility, Resident Services Desk (RSD), Computer Lab, Fitness Center, Multimedia Room (MMR), Private Dining Room (PDR), main Laundry Room, Music Practice Rooms, and Management Office are all located on the second floor. Several retail operations are housed on the first floor. The third floor includes the Great Room with access to the Garden Terrace.

## **Guest Services Desk, 1<sup>st</sup> Floor**

The Interns' home base for the summer is University Center's "Guest Services" Desk. This desk is located on the north end of the first floor lobby. All Summer Housing check-ins and check-outs are processed through this desk. If you have any questions about your stay, University Center, or Chicago, please contact the Guest Services Desk at 312-924-8111 or ext. 8111 from your room phone. Our staff is eager to answer any questions that you may have during your stay with us.

Forgot your hair dryer or need an iron? Guest Services has a limited supply of these items for you to check-out during your stay. A photo ID will be required for check-out. Please limit your use to a couple of hours and return the items to the desk as requested.

## **Bicycle Storage, 1<sup>st</sup> Floor**

Bicycles can be stored in a locked storage room adjacent to the first floor lobby. Please register your bike with the Conference Chicago Check-in Desk in the lobby. Additional Bike Storage policies are located on page 21.

## **Cafeteria and Retail (@theCAF) and (Outtakes), 2<sup>nd</sup> Floor**

The Cafeteria is located on the south end of the second floor and provides a quality dining experience for residents and their guests by focusing on variety, convenience and nutrition. From home-baked specialties to grab-and-go items, residents can enjoy a great dining experience without leaving the building. A UC ID is needed to gain access to meal allowances. Flex Dollars, Conference Meal Plans, credit cards and cash are all accepted in the Dining Center. Meal Plan purchases are "all-you-care-to-eat" and are accepted during dining hours. Flex Dollar purchases are free from sales tax and work the same as a debit card. Each time you make a food purchase, the total cost is subtracted from the dollar balance in your account. Flex Dollars are active whenever the Dining Center is open.

Breakfast, Lunch and Dinner are available Monday through Friday. Brunch and dinner are available on weekends. Hours for each meal will be posted outside of the dining center.

**If you would like to purchase Meal Plans or Flex Dollars, please contact our Dining Center Staff by dialing ext. 8126 or ext. 8111 from your room phone.**

## **Resident Services Desk (RSD), 2<sup>nd</sup> Floor**

The RSD, located on the 2<sup>nd</sup> floor, is a station where you can gain access to the Fitness Center, Multimedia Room (MMR), Piano/Music Practice Rooms, dance studio, Ping-Pong tables, pool tables, shuffleboard, video game systems, air hockey, board games and various other services. You may check out housekeeping supplies here.

## **Mailroom and Mailboxes, 2<sup>nd</sup> Floor**

The Mailroom is located on the 2<sup>nd</sup> floor in between the two banks of elevators, across from the Management Office. Mailroom hours will be posted outside the mailroom door.

## **Fitness Center, 2<sup>nd</sup> Floor**

The Fitness Center, located in the north end of the 2<sup>nd</sup> floor, is an exercise room equipped with cardiovascular equipment, free weights and a nautilus machine. Guests may access the Fitness Center through the Resident Services Desk. Residents using the Fitness Center are subject to the policies on page 21.

## **Computer Center, 2<sup>nd</sup> Floor**

The Computer Center is located on the second floor by the Resident Services Desk (RSD). There are six (6) PCs available for resident use. Using a guest username and password residents can access the Internet, Microsoft Word, Excel and PowerPoint from these computers. Additionally, there is a black and white printer that can be used with a declining balance system; the cost to start a printing account is \$5.00 and copies are \$.10 per page. Printing accounts can be set up in the Management Office. Residents using the Computer Center and printing system are required to adhere to all Building Technology Policies (page21).

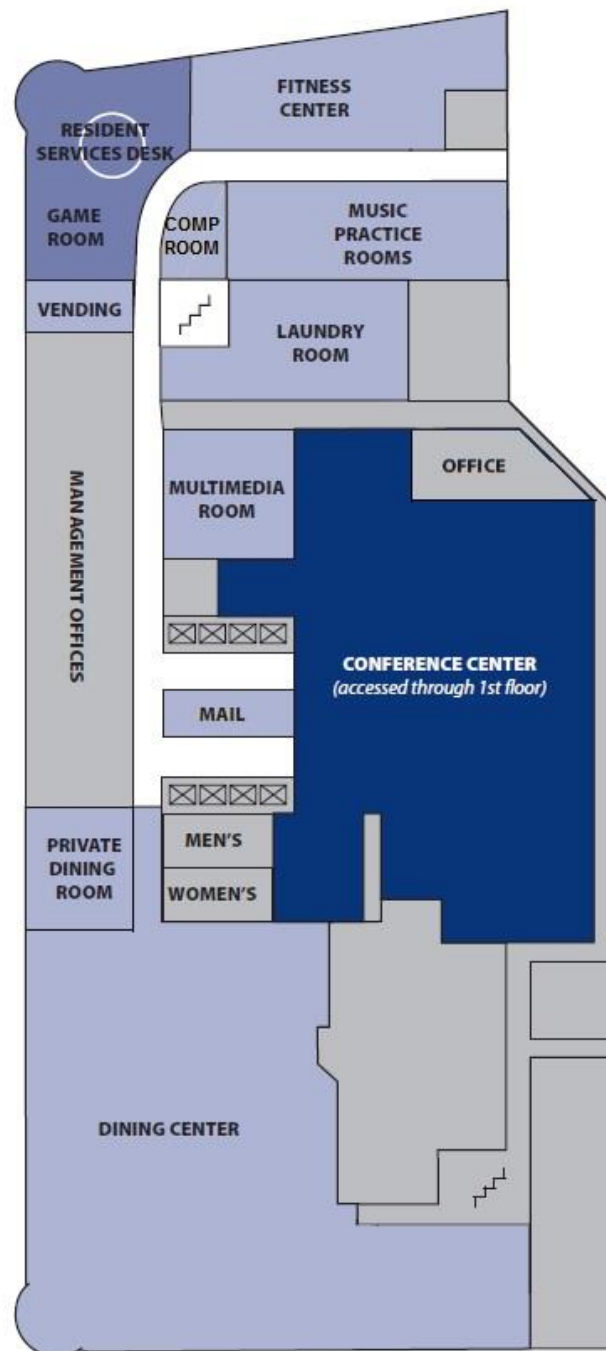
## **Laundry Room, 2<sup>nd</sup> Floor**

The Laundry Room is located on the second floor and is accessible 24 hours a day. Machines run through the use of pre-paid laundry cards. If you did not receive a laundry card when you checked-in, you can obtain one from the Guest Services desk on the first floor at any time during your stay. You can add money to your vending card with cash or credit card. A minimum of \$5.00 cash or \$15.00 by credit or debit card must be added. Please be sure to add the exact amount needed as money is not refundable. The cost is \$1.25 to wash and \$1.00 to dry. Irons are also available at the Guest Services Desk.

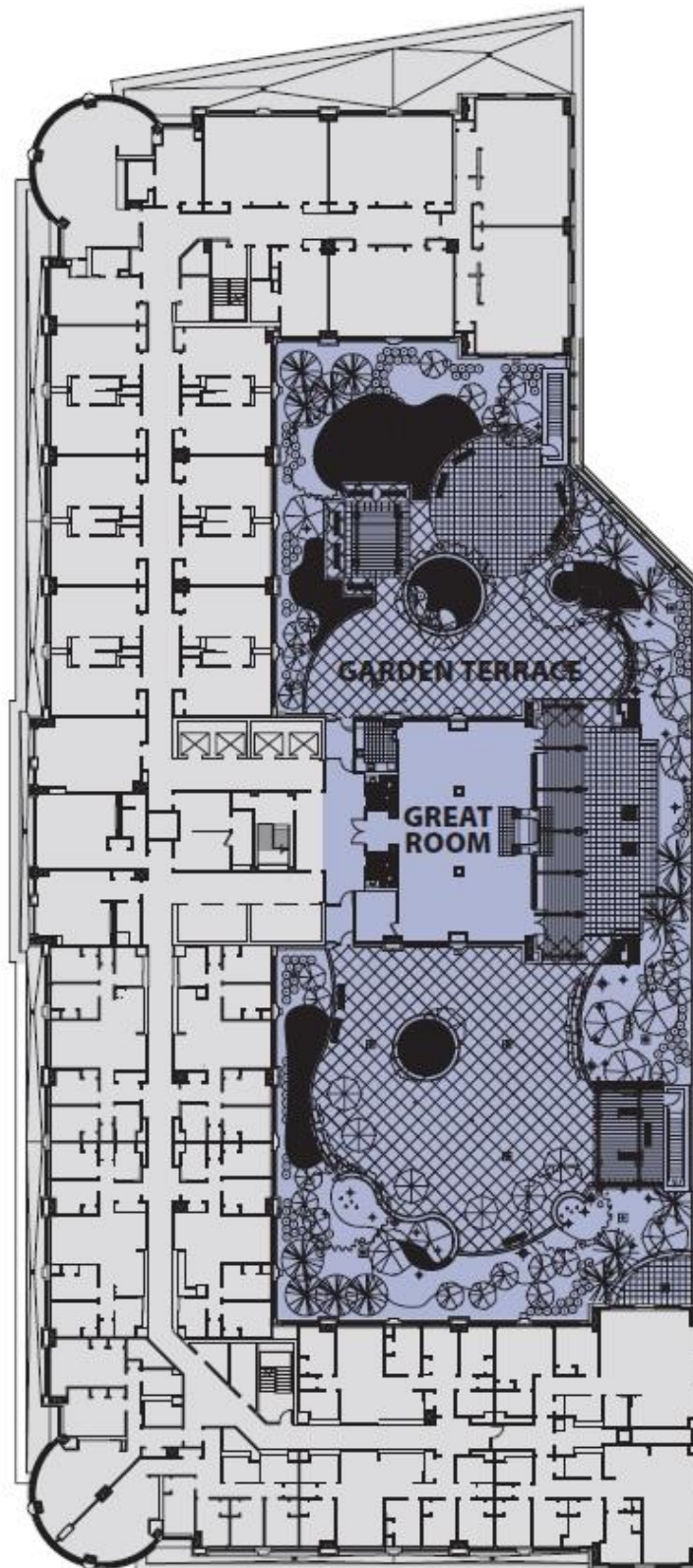
## **Piano/Music Practice Rooms, 2<sup>nd</sup> Floor**

Piano/Music Practice Rooms are available for residents use at no charge. A key to access a room is available for check-out at the Resident Services Desk (RSD) with UC ID. Specific policies and procedures are posted in the Music Practice Rooms.

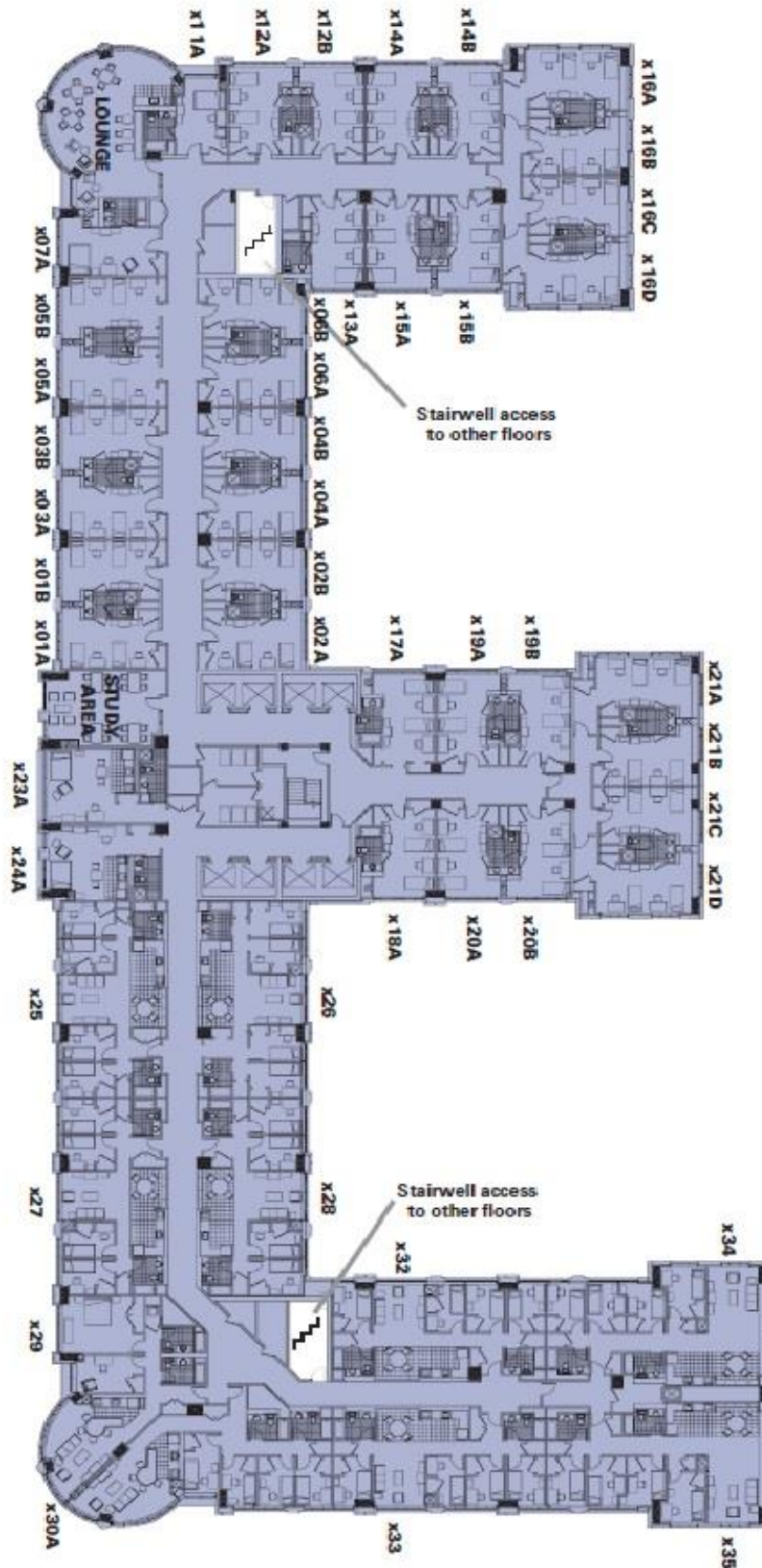
## Floor Plans – Second Floor



## Floor Plans – Third Floor



## Floor Plans – Typical Residential Floor Plan



# Summer Procedures & Safety

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## Check-in Procedures

Between Memorial Day weekend and Mid-August, University Center will have staff operating the 24-hr Guest Services Desk in the lobby. You may check-in at any time on your scheduled arrival date however, we do not guarantee that the room will be available until 3pm. If you arrive and your room is not ready, we will happily store your luggage for you until the room is fully prepared. If you are going to be staying for longer than 2 weeks with us, you will need to have a photo ID prepared for you and will need to sit and have a quick headshot taken. You will be presented with a photo ID that serves as your proof of residency, key for your unit, and building access card. This ID must be kept on you at all times.

## Check-out Procedures

Standard check-out is at 11 a.m. Extended stays and/or luggage storage may be available; to check availability, please contact the front desk at ext.8111 by using the in-room phone or dial 312-924-8111. Please turn in your room key, closet or bedroom key, laundry card and any rental items to the front desk when you check-out. **Any items that have been rented from the UC that become lost or missing will result in a lost item fee. Upon check-out, a fee will be charged for the retail value of the item.** Contact the Guest Services Desk immediately if a rental item has been lost.

Prior to check-out with staff: All resident belongings must be removed from the unit, the kitchen (where applicable) the bathroom must be cleaned, and furniture arranged as it was upon arrival.

Each room will be inspected by conference staff members for damages and cleaning charges. **If damages or cleaning issues are found, a minimum fee of \$200 will be assessed and charged to the occupants of the damaged room.** All damages will be split equally between roommates, unless written notification by the responsible party is provided to a Conference Chicago staff member.

Please note that private property left after vacating will be considered abandoned and will be disposed of at the expense and risk of the resident, including bicycles left in the bike storage facility. UC will not be held liable for any abandoned property left in unit after resident departure.

## Unit Assignments

Specific unit assignments are made by the Housing Assignments Manager. We will attempt to accommodate roommate requests provided that the request is received in writing from each roommate. If no request is received, and where necessary, every attempt will be made to place the summer resident with other resident(s) with a similar purpose. Unit assignments are made without regard to race, creed, color, age, veteran's status, sexual orientation, or national origin. We reserve the right to

assign Individuals to available space, alter any assignment at any time, and deny or revoke the privilege of housing to any resident who disrupts the University Center Community, or violates any provision of this agreement. If a vacancy occurs in a unit, the remaining Resident(s) will accept a newly assigned roommate. Where there is a vacant space, the unit must be maintained by the resident(s) in a manner that will allow another resident to move in immediately.

## **Mail Delivery**

For long stays, a resident will be issued a mailbox. To ensure correct delivery, please request that your **unit number** is clearly marked on all mail. Residents share a mailbox with their suite/apartment-mates. Hours of distribution will be posted, and residents with a package delivery will receive a note and/or an e-mail to pick up their delivery from the Mailroom Desk or the Management Office. All mail should be addressed as follows:

**Name of Resident  
Name of Group/"Summer Resident"  
University Center  
525 S. State Street # (Suite/Apartment Number)  
Chicago, IL 60605**

## **Recycling and Trash Removal**

All residents are expected to bring their trash and recycling material to the appropriate containers regularly. Trash is normally removed from the floors on a daily basis.

## **Smoke-Free Environment**

To help ensure a clean and healthy environment for everyone, and in compliance with the Chicago Indoor Air Ordinance, UC is a smoke-free community. The third floor Garden Terrace is also a smoke-free area. The Chicago Ordinance also prohibits smoking within 25 feet from the entrance/exit of the building, including the neighboring retail space entryways.

## **Lounges, Floors 3 through 18**

Many lounge areas are available throughout the building. Unless reserved for a specific group or program you are welcome to use them. Rules pertaining to Lounge spaces can be found on page 24.

## **Length of Reservation Agreement**

The dates of occupancy are specified in the reservation that residents have electronically agreed to when originally securing their stay. The length of stay of all reservations is binding, including any meal plan reservation and charges. Rates cannot be adjusted for late arrival or early departure. Requests for extensions, if approved, will be at prevailing rates on a pro-rated basis. Residents removed from UC through disciplinary action are subject to all reservation charges through the entire length of their stay with UC. Please refer to your reservation agreement for additional terms and conditions.

## **Lockout Policy**

A resident who is locked out of his/her unit, closet or individual bedroom may request lockout service at the Guest Services Desk. This service is complimentary the first three times. Beginning with the fourth (4th) lockout during residency, a service charge of \$25.00 will apply and each time thereafter. All lockout fees are to be paid immediately prior to service being performed. Failure to pay in a timely manner may result in additional fees and/or a restriction of privileges.

## **Lost Keys or Key Cards**

Residents, who lose, misplace, or damage a key or key card will be responsible for full replacement cost for corresponding locks, new keys, and/or replacement of the card and reprogramming of the lock. The cost for replacing a lost card and reprogramming the unit lock is \$25.00. All charges are to be paid immediately prior to service being performed. Failure to pay in a timely manner may result in additional fees.

## **Room Change Requests**

Requests for unit changes within the building may be submitted at any time to the Conference Chicago Office or via e-mail to [summer@universitycenter.com](mailto:summer@universitycenter.com). A \$75 administrative/cleaning fee will be applied for each room change initiated by the resident. Any additional cleaning, damage or replacement charges from the former (vacated) assignment will be charged to the transferring resident as well.

## **Maintenance Issues**

Work Orders may be submitted online at [www.universitycenter.com](http://www.universitycenter.com). Click on the 360Facility logo located on the University Center homepage. Contact the Guest Services Desk, ext. 8111 if you need additional support.

Please be sure that the description of the issue is as detailed as is reasonably possible. If you prefer to schedule a specific morning or afternoon appointment for service, you can designate that in your work order comments section and you will be contacted for confirmation. However, keep in mind that advance scheduling by appointment for service will likely delay response time. Otherwise, your work orders will be completed with or without your presence as expeditiously as possible, and a note will be left for you in your room if you are not present during the service call.



# Building & Resident Fire/Life Safety

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**In the event of an emergency, dial 9-911 for police, fire or ambulance from your room phone. For non-emergency situations, call the Chicago Police Department by dialing 9-311 from your room phone.**

**Your location is:**

**University Center of Chicago**

**525 South State Street**

**Floor # and Room #**

**Then alert UC security or the Management Office by dialing:**

**24-Hour UC Security                      Ext. 8911                      or                      (312) 924-8911**

**Management Office                      Ext. 8000                      or                      (312) 924-8000**

## Emergency Telephone Numbers

The safety of residents and the building is always forefront in the minds of UC staff. Please become familiar with the safety features and procedures for our community before an emergency arises! We are pleased to have you as a resident, and hope that all residents will put forth the cooperative effort necessary to enhance the safety and security for everyone at UC. Special alerts, education and notices are posted throughout the UC and near elevators.

## Fire Safety

Due to the design of the building, it is rare that a facility-wide evacuation will take place. Instead, alarms will sound that alert staff to the problem. Residents will be notified of specific instructions through the building's Public Address (PA) System. The Fire Department will notify residents in person or through the PA system if evacuation is necessary. Residents will hear a series of numbers over the PA system during a fire emergency. The numbers indicate to the building staff where the device was activated. The staff will then work with emergency personnel to ensure that the residents' safety is maintained. Failure to evacuate during a fire drill or an actual fire, or failure to follow the requests from staff can be cause for disciplinary action.

## Personal Safety

No matter where you live, certain precautions should be taken:

- Avoid walking alone after dark. Avoid listening to iPods and talking on the phone while outside. Stay attentive, especially on public transportation.

- Contact UC security or any staff member if you are the victim/witness to an accident/attack in or around the building.
- There are duress buttons located throughout the building. They are blue mounted cases with red buttons inside that will alert the security desk immediately when pushed. The buttons may be found in several locations on the 2nd floor and at the stairwell entrances on every floor. Please familiarize yourself with the location on your floor and as you move about the building.
- Do not prop open any access doors (stairwell, outside entrance, etc.). Keep your suite and apartment entrance doors locked when you are not home. Only prop your suite/ apartment door when you are home and attentive, and during non-quiet hours.
- Egress doors on Congress and Harrison Streets are for emergency use only. Any person who uses or allows these doors to be accessed apart from an emergency will be reported to the Management Office and may be subject to disciplinary action.

### **Personal Property Insurance**

UC does not assume responsibility for theft, damage or loss of money, valuables or personal property of any kind belonging to any resident or guest.

All residents are strongly encouraged to carry sufficient personal property or renters insurance to afford the level of protection desired, if they are not already covered under any other personal/family policy.

### **Community Responsibility**

It is important that all members of the community remember that, in conjunction with the protection afforded by UC security, all residents share responsibility for their overall safety at UC. Residents and staff are expected to promptly and accurately report any and all criminal acts, dangerous situations, or suspicious behavior.

## STATEMENT ON COMMUNITY LIVING

University Center is an exciting place to live, especially when each resident assumes his or her share of community responsibility. UC residents come from many areas of the city, state, country and world. All are in the midst of academic pursuits at the undergraduate, graduate or professional levels or training in short term conference programs.

Summer Residents join a vibrant residential community consisting of undergraduate, graduate and professional students enrolled at Columbia College Chicago (CCC), DePaul University (DPU), Robert Morris University (RMU) and Roosevelt University (RU) – collectively referred herein as “Resident(s)”.

Understanding different individual lifestyles forms the foundation of a mutually respectful environment for everyone. Within any environment, reasonable limits and community standards must be established. Policies within the UC community have been established in the interest of residents (and all others who visit or work within the building), for the preservation of the facilities for future generations and to comply with health, safety and other regulatory expectations.

Therefore, the staff of UC:

- is concerned with the rights and safety of all residents, guests and employees
- limits the physical alterations and use of the facilities by residents
- establishes reasonable limits on activities and behavior
- enacts policies to achieve these purposes and to comply with local, state and federal fire, safety, health and code requirements

Living within such a vibrant, academic community is indeed enriching, but also necessitates compromise between individual and community needs. **When these needs are in conflict with each other, the needs of the community take precedence.** Therefore, UC strives to provide residents with an environment that is conducive to studying and sleeping, especially during established quiet hours, as well as a clean and safe environment in which to live.

## CONCEALED CARRY WEAPONS POLICY

CBRE, Inc. manages University Center Chicago for the use and benefit of its constituent institutions of higher education – Columbia College Chicago, DePaul University, Robert Morris University, and Roosevelt University – and to facilitate and further their respective educational missions. Pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations, CBRE Student Housing and University Center adopts the following policy:

The carrying or possession of any type of weapon or firearm on the premises of University Center is strictly and absolutely prohibited. This prohibition expressly includes those persons licensed to carry concealed handguns (other than those who are active law enforcement and credentialed retired law enforcement persons). Any person violating this policy will be required to leave University Center premises immediately. Any resident, employee or guest found to be in violation of this policy will be subject to discipline, including expulsion from University Center. Employees of retail tenants are prohibited to carry any type of weapon or firearm in public service areas at University Center. No University Center security officer or staff member has authority to grant verbal exceptions to this policy. For purposes of this policy “weapon” is broadly defined and includes, without limitation, ammunition, explosives, clubs or illegal knives, paintball guns, projectile launchers, BB guns/pistols, facsimile weapons and fireworks. This policy supplements that which is stated in the student handbook pertaining to firearms and weapons in general.

UC Administration works to ensure that all members of the residential community feel safe when they are in our facilities. If you should come across a situation where you sense there is an immediate threat to public safety, you should call 911. If you believe an individual is carrying a weapon, but is not acting in a threatening manner, you should call University Center Security at (312) 924-8911.

## THE CLERY ACT: CRIME STATISTICS REPORTING

University Center staff will report all felonies and serious misdemeanors that are reported or observed to the Chicago Police Department (CPO). For lesser misdemeanors, victims are encouraged and assisted by the UC staff to report the crime to the CPD. All known crimes occurring within the premises or within a reasonably contiguous geographic area shall be reported by UC staff to each member school to be included in its crime statistics report, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20U.S.C. 1092(f).

UC staff is committed to safety and security within the University Center community.

**To report a crime or an emergency in or near University Center, contact:**

- UC Security Desk in person or via telephone at ext. 8911 or (312) 924-8911 and/or City of Chicago Emergency at 9-1-1

# Building Information & Amenities

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## Access

UC is not a public facility. Other than the first floor retail spaces and non-resident dining entrance, access to the building is restricted exclusively to residents, building employees, authorized staff from member schools and registered guests. UC ID cards are provided to every resident and must be used every time upon entrance. This ID card also provides access to your suite or apartment. For individuals and groups staying less than two weeks, guests are not allowed. If uncertain of guest privileges, please check with the Guest Services Desk in the main lobby or call (312) 924-8111.

**Guests of residents must present valid, government-issued photo identification, sign in and out upon entering and leaving the building, and must be escorted by their host/hostess at all times. (refer to “Guest Policy,” pg. 26-27)** Guests are expected to abide by all guest and resident policies at all times while in the UC. If any guest is found to be in violation of any policies at any time, they will be removed from the building immediately and banned for a minimum of two weeks. Re-entry into the UC is at the discretion of the Assistant Director of Residence Life after the proper appeal process has been followed.

**The UC ID is issued to the resident and is not to be shared with others to access the facility, or for any other purpose. Doing so is a violation of policy.**

## Unit Access or Right to Enter

The privacy of each resident’s unit is genuinely respected. However, unscheduled entry into a unit is sometimes necessary for the following purposes:

- in response to requested or required facility services
- to perform fire, life and safety inspections
- in response to an apparent or perceived emergency or danger to a person’s welfare or to the building or personal property
- in response to reasonable cause that a violation of UC policies or law is in progress
- for confiscation of items contributing to the overall detriment to the surrounding community
- to assist law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure
- to show the unit to contractors or prospective residents

In the instance of entry and the confirmation or observation of a policy violation in the space, UC staff is responsible for making reasonably sure there is no more opportunity for a policy violation to occur after departure. This may require a search of the premises and all personal belongings to confiscate and dispose of anything in

direct violation of a UC policy. This includes but is not limited to alcohol, animals/pets, weapons, contraband and paraphernalia of any kind. If illegal substances are found, then the Chicago Police will be contacted for assessment and disposal.

UC staff will announce prior to entry, but will key in if doors are locked and enter for the purposes mentioned above.

When possible, entry will be arranged in advance with one or more of the occupants when applicable. If reasonable arrangements are impractical or refused, non-emergency entry will be made upon prior 24 hours posted notice.

A “Posted Notice” will generally be near floor elevators and/or other central locations when access is needed to many units on certain floors, or on specific suite/apartment entrance doors when access to only a few units may be required.

Please note that when residents submit work orders for their units, unless otherwise specified, such submittal is an invitation by the resident for service staff to enter and respond to the problem as soon as possible.

## Care of Facilities

Residents are expected to maintain their units to high standards of cleanliness and exercise reasonable care for the facilities. Routine cleaning in all units should include kitchen (in apartments) and bathroom appliances and fixtures, furniture, regular vacuuming of carpeted areas, and full cooperation with the building’s pest control program.

Alterations to the premises are prohibited. This includes, but is not limited to: installing locks, ceiling fans or electrical, voice or data outlets; erecting partitions; or attaching anything to ceilings, walls, floors or exteriors, without the prior written consent of UC Management Office. Residents must pay for any damages (less reasonable wear) within their units, including repainting, extraordinary cleaning costs and replacement for any missing items. Nothing may be placed in a manner that would block, mask or obscure a sprinkler head or smoke/heat detector. The removal of smoke/heat detectors is prohibited. If deemed necessary, residents may be charged for any work completed.

## Quiet Hours Policy

To ensure an environment conducive to living and learning, quiet hours on all floors are:

<b>Sunday – Thursday</b>	<b>10:00pm – 9:00am</b>
<b>Friday – Saturday</b>	<b>Midnight – 9:00am</b>

**If a quiet hours policy is reported to or discovered by staff, all non-residents of the specific room will be required to leave at that time. All guests present not with their hosts will be escorted out of the building and banned indefinitely. Hosts of said guests will lose guest privileges immediately.**

## Courtesy Hours

Although quiet hours are specific, 24-hour courtesy hours are always in effect on each floor. Residents are expected to comply with any staff and resident requests for reduced noise levels.

## Bicycle Storage

Residents are responsible for providing and securing their own bike locks and nothing else may be left in this room. Bicycles, or bicycle like items, are prohibited anywhere else in the building. Each resident acknowledges that he/she will be solely responsible for theft or damage to any personal property placed in Bicycle Storage. As is the case with all personal property brought on to the premises, residents assume full responsibility for damages or losses of any kind. Bicycles left after residents move out will be handled as abandoned property.

## Laundry Policies

UC is not responsible for lost, stolen or damaged items. UC will not reimburse for any monetary value on a lost, stolen or damaged card. Any items left in the Laundry Room more than 24 hours will be stored for 30 days. After 30 days, all items will be donated to a local charity. Please report any issues or concerns with the Laundry Rooms to the Resident Services Desk.

## Fitness Policies

Checking in with one's ID at the Resident Services Desk (RSD) provides access to the Fitness Center and Dance Studio. All residents who enter the Fitness Center agree to follow the rules and regulations posted therein. There is no supervision or staff monitoring the Fitness Center and those using the facility do so at their own risk. No food or loud music is allowed. Please report any problems with the equipment to the Resident Services Desk (RSD).

## Lounges

**Please adhere to posted quiet hours and alcohol policies.**

Removal of any lounge furniture is prohibited and may result in disciplinary action including financial responsibility. Residents may reserve study and social lounges by contacting the Management Office. Additionally, residents are responsible for maintaining a clean lounge after usage.

## Network Access Policy

Voice, data, video (television) and computer networking (including Internet) technology services available within UC are generally provided without charge for basic services. The following items apply to all use of UC Technology Services. Unauthorized uses of UC Technology Services (UCTS) include, but not limited to:

- a. interfering with the work of another resident or UC staff member
- b. illegal or criminal use of any kind
- c. unauthorized entry into a file, transfer of files or entry into a network



- d. accessing, creating, viewing, printing, storing, transmitting, disseminating, discriminatory information or data, or any information or data in violation of any other UC policies
- e. displaying or selling any information protected by law or subject to privilege or an expectation of privacy
- f. any use that infringes on anyone's copyright, trademark, service mark, trade name, trade secret, or any other intellectual property right by e-mail, upload, download, posting or broadcasting or in any way viewed, printed, stored, transmitted, published, disseminated, displayed, or sold without the authorization of the owner
- g. any attempts to access any resources, features, contents or controls of the information technology services that are restricted, confidential, privileged, or that residents are otherwise not authorized to use
- h. any use that causes damage to, alters the operation, functions or design of, or impairs the efficient operation of the technology services or content or of any other computer system or network
- i. allowing persons who are not authorized by UC to access specific technology services to do so, whether by affirmative act (such as disclosing account information) or by omission (such as failing to log off)
- j. any use which would constitute an unauthorized use under, or otherwise violate, any policy of the school in which the user (or, if the user is the guest of a resident, in which the host resident) is enrolled
- k. any attempted use which would constitute an unauthorized use if accomplished successfully

All UC residents are responsible for the protection of their computer(s) from viruses and other forms of mal-ware, and resolution of issues related to the invasion of the user's privacy and/or loss of data. UC Technology Services (UCTS) is not responsible for virus or ad-ware (spy-ware) infections. In addition, UCTS is not responsible for the remediation of such affected computers.

UCTS intends to comply with the Digital Millennium Copyright Act of 1998, which was designed to protect copyrighted materials from theft. This legislation is available for review by clicking on the link provided following your first logon, or you can view it at <http://lcweb.loc.gov/copyright>. We highly recommend you take the time to review this information, as you are required to agree to its terms prior to accessing the Internet.

**UCTS RESERVES THE RIGHT TO DISABLE THE NETWORK CONNECTION OF ANY COMPUTER THAT IS FOUND NOT TO COMPLY WITH THESE REQUIREMENTS.** Once disconnected, the network connection will only be restored upon compliance with the above requirements and clean virus and spy-ware scans can be verified. Additional terms of use may be established by UC. UC retains the right to inspect, review, and destroy any electronic communications, files, data, or other materials created on, stored on, or sent to, from, or via UC Technology Services as necessary to monitor compliance with these terms of use and to maintain the efficient operation of the technology services. Consequently, users should not have any expectation of privacy with respect to such messages and files. Users are responsible for their own usernames and the security of their passwords. Any intentional or negligent interference with normal operations of UC Technology Services or of any other system accessible through UC's systems is prohibited and is subject to criminal and civil action as well as disciplinary action.

# Building Policies

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## Guest Policy

Hosting guests is a privilege extended to long-stay residents provided rules are followed. Guests of UC residents are generally allowed at any time within the guidelines specified below. These guidelines have been developed primarily to enhance building security and safety, but also to honor the preferences of suite/apartment-mates. **No guests are permitted in a resident's room, even temporarily, without the consent of all suite/apartment-mates.** Residents are encouraged to talk with suite/apartment-mates and agree to guidelines for visitation by guests within the suite/apartment prior to guests' arrival. It is a privilege, not a right, to have guests in the UC. It is the right of a resident of any room or suite to feel safe, secure and respected in their assigned space.

Guests may be requested to leave at any time at the request of a room/suitemate. Refusal to comply with this request may result in the immediate removal of the guest from the building and a loss of guest privileges for the host.

- At all times, guests must present clear government-issued photo-identification, sign-in at the University Center Security Desk upon arrival and return their guest pass upon end of stay.
- **Guests must be escorted by their assigned host at all times throughout the building and may not use another's UC ID or guest pass to access facilities.**
- The registration of underage guests, with or without valid state issued ID, is subject to parental or guardian verification. Phone numbers or written permission and contact information will be necessary to ensure a smooth registration process for all involved. During busy times, you may experience delays with the check-in process. The process is intended to help control building access to only those authorized to be in the building. Your patience and cooperation are appreciated!
- Residents are responsible for the conduct of their guests and will be held personally responsible for compliance with all policies and procedures by their guests. Hosts can be held accountable for any violations/behaviors where their guests are involved or responsible. If you have any concerns about controlling the behavior of your guests, please contact UC security for assistance.
- Guests are not permitted for short-term housing groups (less than 14 day stay). Please check with your conference leader if you are unsure of your groups' visitor policy.
- UC management will monitor Room Capacity for code violation and may reject a guest sign-in if too many guests have already been signed into a room. This is per city of Chicago code regulations.

## Room Capacity (not including residents)

Please refer to the following chart to determine the maximum number of allowable guests in each room type:

	TIME	4-BR QUAD APARTMENT	DELUXE DOUBLE	QUAD SEMI-SUITE
Day Guests	9am - 12am	8	3	6
Overnight Guests	12am - 11:59pm	4	2	4

No summer resident may serve as host/hostess to more than two guests during the day time hours (9AM-12AM). One overnight guest per summer resident (defined as non-resident in room after midnight) may stay no longer than **three consecutive nights in a fourteen day period** before another overnight visit to the same or any other resident in the building, except with the prior written approval of Conference Management.

Hosting guests is a privilege, and Conference Management reserves the right to revoke this privilege from any resident at any time. Guests found unescorted or suspected of manipulating the guest registration system and/or in violation of any UC policies may be removed from the facility immediately, potentially banned permanently, and may cause their host to lose their guest privileges.

## Guest Policy Restrictions

Guest Policy restrictions may apply during peak housing periods and special event dates occurring over the summer months. Special events may include, but are not limited to: Lollapalooza, Pitchfork, Chicago Blues Festival and the Taste of Chicago.

At any time, UC has the right to refuse guest access if: the guest is under the influence of drugs or alcohol, the guest is disruptive or unruly in any manner toward UC staff, and/or the guest does not provide proper and valid photo identification.

## Access to Resident Mailboxes

Resident mailboxes are operated under guidelines provided by the U.S. Postal Service. ***Tampering with any mail not belonging to you is a Federal offense and violators could be subject to prosecution by the U.S. Postal Service. In addition, persons responsible will be held accountable under the policies of the University Center.***

## Compliance

All residents and their guests must promptly cooperate with UC staff in the performance of their duties, including, completing any administrative requests, assignments and/or sanctioning, in addition to, providing UC ID or photo identification upon request.

## Alcohol Policy

Members of this academic community owe it to themselves and others to make educated decisions regarding the use of alcohol. All local, state, and federal laws concerning alcohol are in effect in the UC community. Individual conference groups may have additional policies restricting the use of alcohol. Please refer to your conference leader for specific regulations that are enforced at UC.

- a. Residents and their guests are prohibited from exhibiting non-compliant or disruptive behavior under the influence of alcohol.
- b. Alcohol may be consumed in the privacy of a resident's unit/apartment when **the door is closed and no one under 21 is present** (including roommates under the age of 21), Additionally, if under the age of 21, no resident can be in the presence, be in possession, or engaging in the consumption of any alcoholic beverages, including beverages contained in refrigerators, cabinets, etc.
- c. Only residents, who are 21 or older, and not Columbia College (CCC) or Robert Morris University (RMU) students, may bring alcoholic beverages into the building.
- d. Residents and their guests from Columbia College Chicago and Robert Morris University are not permitted to possess, consume, distribute or be in the presence of alcoholic beverages, regardless of age.
- e. Any and all alcoholic beverage containers must be closed upon entry and in any open areas.
- f. The transport of open containers of alcohol from one unit/apartment to another is prohibited.
- g. Empty alcohol containers are not permitted in UC as decoration or display.
- h. All bulk containers of alcohol, including kegs and other similar containers are prohibited.

## Illinois Social Host Law - 235 ILCS 5/6-16(c)

The Illinois Social Host Law states that individuals can be arrested and face criminal charges for allowing or permitting underage persons to drink alcohol at their residence, even if the alcohol was not directly provided to the underage person or persons by the individual in question. This means residents at University Center are expected to monitor their social gatherings and ensure that no one under the age of 21 is consuming alcohol in their room or apartment. This is in addition to the existing alcohol policy at the University Center that states underage individuals and students that go to Columbia College or Robert Morris may not be present when alcohol is present or is being consumed.

## Drug Policy

Members of this academic community owe it to themselves and others to make educated decisions regarding recreational and prescription drug use. All local, state, and federal laws concerning drugs are in effect in UC community. Individual member institutions may have additional policies restricting the use of drugs. Residents and their guests are prohibited from the use, possession, or distribution of any illegal or illicit substances or paraphernalia.

- a. Residents and their guests are prohibited from the use, possession, or distribution of any illegal or illicit substances or paraphernalia.
- b. Police will be contacted if any substance is observed or discovered that is suspected to be an illegal substance.
- c. Residents and their guests are prohibited from exhibiting non-compliant or disruptive behavior under the influence of drugs.
- d. Drugs and subsequent paraphernalia, as determined by staff, will be disposed of appropriately and immediately under the supervision of police or security personnel.
- e. Drug and smoking paraphernalia including, but not limited to, hookahs, pipes, bong and other smoking devices, including e-cigarette and non-vapor items, are prohibited in University Center and will be disposed of upon confiscation.
- f. Use of prescription drugs for any purpose other than that for which legally issued or intended, or by anyone other than the prescribed user, is strictly prohibited and can be confiscated.

## Harassment & Discrimination

UC is committed to taking action to prevent and eliminate all forms of harassment or discriminatory acts, including intimidating or coercive behaviors, and will respond to all reports of such behavior. Violators will be reported to the Executive Director, Director of Residence Life, Summer Housing professional staff or their designee for investigation according to federal, state and institutional standards.

Forms of harassment and discrimination that will be considered violations are defined as:

**Harassment:** Any behavior (verbal, written, electronic or physical) that abuses, assails, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person.

**Discrimination:** Unequal favorable or unfavorable treatment of an individual based on race, national origin, ethnicity, gender, age, disability, religion, sexual orientation, or any other basis protected by federal, state or local law.

**Electronic harassment:** A term referring to the use of electronic devices either through e-mail, texting, chat rooms and social media to harass, intimidate, discriminate, threaten or otherwise create a hostile physical or electronic environment for another person.

**Cyber-stalking:** The use of the Internet or other electronic means to stalk or harass an individual, a group of individuals, or an organization. It may include false accusations, monitoring, making threats, identity theft, damage to data or equipment, or the gathering information in order to harass.

**Sexual Harassment:** Sexual harassment in all forms is expressly prohibited and will result in referral to UC review process.

## **Sexual Misconduct**

Sexual misconduct includes rape, sexual assault, sexual intimidation, sexual harassment, domestic violence, dating violence, stalking, or any sexual act without consent:

- Consent being defined as a clear 'yes' either verbally or through clear, unambiguous and voluntary agreement by both parties
- Consent cannot be given by someone who is incapacitated through sleep, drugs, alcohol, or certain physical or mental impairments
- Consent does not arise from coercion, force, incapacity, intimidation or threat
- Consent cannot be implied by the lack of a 'no' response

Sexual misconduct can also include sexual exploitation as defined by taking non-consensual advantage of another for the advantage or benefit of anyone other than the person being exploited.

Sexual exploitation can include: non-consensual video or audio taping of sexual activity, sharing of video, audio or pictures, observing someone or allowing another to observe someone who is partially or fully undressed or who is engaged in sexual activity when there is a reasonable expectation that they would not be observed.

UC seeks to provide residents with a community free of harassment, discrimination or assaulting behavior of any kind, against any person or group, based on race, religion, gender, sexual orientation, age, national origin, disability or any other basis protected by federal, state or local law, as well as an environment devoid of all forms of sexual harassment.

UC is committed to taking action to prevent and eliminate all forms of sexual or gender harassment or discriminatory acts, including coercive sexual behavior, and will respond to all reports of such behavior.

If you believe an act of sexual misconduct has occurred, please report it immediately to one of the following resources:

- University Center Residence Life staff member (i.e. Resident Advisor, Residence Education Coordinator) - Please note there is a staff member available 24 hours a day.
- University Center Security (located in the main lobby area). Their extension is X8911

- Management Office (located on the 2nd floor across from the Mail Room)

## **Solicitation Policy**

Solicitation of any kind is strictly prohibited. Anyone found to be engaging with residents or in University Center with this intent or exhibiting this type of behavior as deemed by management or staff will be asked to leave immediately. Failure to cooperate with this directive will result in the police being contacted.

## **Posting & Decorating Policy**

- Doors — Posting or applying any items to either side of building doors by persons other than UC Management or RA staff is prohibited.
- Decorations - All decorations must be safe and appropriate. Any identified as offensive will be removed.
- Dartboards — Because of the potential for serious damage to walls and doors, dartboards are prohibited.
- Posting — All postings must be approved and stamped in advance by UC Management and must be submitted to the UC Management on the second floor. Bulletin boards and white boards are provided in a few central locations throughout the building, and some are restricted exclusively for resident or staff use only.
- Bulletin Boards — Tampering with any bulletin board is prohibited. Persons identified as tampering with or causing damage to a bulletin board may be fined \$25.
- Windows — Nothing may be displayed on or in windows.
- Alterations — No changes may be made to the walls, doors, windows, ceilings or floors.

## **Prohibited Postings**

- No one other than UC staff is permitted to place materials on, at or under resident room doors.
- UC staff will discard any materials that promote the use of alcohol, illegal drugs, or discrimination on the basis of race, gender, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability or military status.
- UC staff will discard any materials located anywhere in the building except as described and approved above, including immediately outside the building or on sidewalks and in addition to bulletin boards that are designated for a specific use.

Should physical damage result from posting or if unreasonable labor is required to remove a posting, UC will bill the sponsoring individual, company or organization for associated costs. Those determined to have violated these guidelines or any other applicable UC policy, including but not limited to solicitation without prior permission, may be removed by building security and/or the Chicago Police Department if a non-resident.

## **Offensive Odors**

An odor of significant intensity may become as disruptive to others as loud noise. Some examples of odors that may become offensive if strong include cleansers, illicit substances, perfume, expired foods, air freshening spray or even large amounts of dirty laundry. When a strong odor can be identified to a particular unit, the resident(s) and/or guest(s) are expected to rectify the situation immediately if requested by staff or other residents. Any use of prohibitive substances that create an odor will also fall under this policy.

## **Pets**

For health and sanitation reasons, no pets of any kind are allowed with the exception of animals that live under water and are restricted to tanks no larger than 20 gallons, or a certified assist animal if required and approved in advance by the Executive Director. Any and all damage caused by the keeping of pets that live in a tank or the use of an approved assist animal is the responsibility of the resident(s).

## **Disruptive Behavior**

Residents are prohibited from obstructing or disrupting University Center-related activity or inciting, aiding or encouraging other persons to engage in such conduct. This also includes any conduct that threatens or interferes with the maintenance of appropriate order and discipline in the community, or activity that invades the rights of others.

## **Weapons**

Pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations, CBRE and University Center restricts the carrying or possession of any type of weapon or firearm on the premises of University Center. The use and/or possession of explosive devices or fireworks are not permitted in or on the University Center facility or property at any time. These items, as defined by management, are strictly prohibited from the UC facility and property, especially inherently dangerous instruments designed to cause injury or destruction. This includes BB, pellet, paintball, foam and dart guns, bows and arrows, swords, martial arts implements, non-culinary knives and explosives both manufactured or hand made. Residents may not possess, display or use such items in or around the UC. Any instrument that may not normally be considered a weapon but is used in a manner that threatens the health or safety of any individual could be considered under this policy.

## **Presence**

Being in the presence of any behavior that is in violation of any community standards or listed building policies.

## **Illegal Activity**

Being involved in any activity or behavior that is illegal or criminal in nature.

## **Open Flame**

Lighting or burning candles, incense or an open flame of any kind. It also includes possession of wax items with burnt wicks.

## **Smoking**

Smoking of any substance is prohibited anywhere in and/or around the University Center including the 3<sup>rd</sup> floor terrace. This includes electronic devices or items used for smoking or as substitutes to simulate smoking activity. Possession of hookahs, pipes, bongos and other smoking devices is prohibited.

## **Flammable Materials**

Violations include the intentional misuse of chemical or flammable substances; the use of smoking materials and/or devices, and flammable materials, such as lighters, matches, etc.



## **Dishonesty**

Behaviors indicative of deception, fraud, the obstruction of truth, and the intentional misuse of documents or technology and building policies are prohibited.

## **Endangerment**

Any action or behavior which, as a result, did or could have endangered the safety and well-being of self, others, or the property of the University Center.

## **Keys/Key Cards**

Unauthorized possession or duplication of keys or key cards to UC property and the distribution of such keys to other persons who are not contractual possessors of said key or key card.

## **Intimidation**

Violations include harassing, bullying, hazing, coercing, intimidating or demeaning conduct to others.

## **Emergency Services**

Violations include interfering with the response of officials to emergency calls, making false claims resulting in the non-emergency usage of emergency services.

## **Self-Endangerment**

Physical and/or mental abuse or self-endangerment is prohibited.

## **Vandalism/Theft**

Unauthorized removal, use or possession of property belonging to University Center or others, or the destruction or damage to property belonging to University Center or others is prohibited.

## **Screens**

The removal of window screens or allowing any object to drop from a window.

## **Obscenity**

Violations include lewd, indecent or obscene conduct or expression.

## **Filming**

Unauthorized filming in the building or on its property without proper documentation from UC.

## **Skates/Skateboards and Unauthorized Footwear**

Use of in-line or roller skates, skateboards, long boards, and unicycles anywhere in or on the premise, including the sidewalks around the building and the back dock area is prohibited.

Hover boards, or self-propelled mobile/movement devices, are prohibited from the University Center. Any possession or use of said devices on University Center property will be a direct violation of the policy. Any device fitting into this category will be

confiscated and disposed of when found. Any guest found using or in possession of a hover board or self-propelled mobile/movement device on the premises will be escorted from the building.

## **Corridors**

Participation in games, sports, and unauthorized activity in the University Center hallways and corridors is prohibited.

## **Loft**

The use of lofts of any kind other than those provided by building management is prohibited except with prior, specific written consent of the Executive Director or their designee.

## **Prohibited Items**

All prohibited items will be disposed upon confiscation. The following list includes but is not limited to items that are prohibited:

- a. storage or presence of any type of bicycle, except for placement in the first floor Bicycle Storage Room
- b. any electrical appliance without a clear "U.L." label
- c. any appliance with an exposed heating element
- d. power outlet multipliers or extension cords with multiple plugs, with the exception of power strips with built-in circuit breakers (all microwaves and all other appliances that generate heat, including but not limited to curling irons, blow dryers, halogen lamps, coffee pots, toasters (suites only) and clothes irons, must be plugged directly into an outlet and the use of extension cords or power strips is not permitted with these items)
- e. any electrical appliance that is rated at more than 6 amps (or 700 watts)
- f. any gas or charcoal grill, or any other cooking devices of any kind [including supplements to existing stoves/ovens, except for small U.L. listed appliances such as a microwave or toaster (apartments only)]
- g. liquid-filled furniture of any kind, including waterbeds
- h. gasoline engines of any kind
- i. cut trees or bushes of any kind
- j. toys or props simulating a weapon--exceptions could be given in writing by the Management Office during business hours
- k. hover boards, or self-propelled mobile/movement devices

# Community Standards Enforcement Procedures

## Statement of Purpose

The ability to effectively address unacceptable behaviors and conduct in an educationally-based residential setting provides recourse for students, staff and community members to participate in the maintenance of standards established for the community.

Each member of the community bears responsibility for their role in the creation of a compassionate, respectful and civil community. By joining the UC community, each resident is expected to be in compliance with all preceding policies, rules and procedures, and accepted community standards at UC.

Additionally, each resident also remains accountable to the policies, rules, procedures and standards of conduct of their conference group of record at all times.

## Authority and Jurisdiction

University Center residents are responsible for their individual behavior, behavior of their guests, and the collective development of the residential community. UC Staff is authorized to address concerns and violations through the enforcement of residential policies and procedures relative to UC premises, or that otherwise directly affect the University Center community and the pursuit of its goals - to create a positive living and learning environment for residents by providing resources, programs, services and facilities that promote and nurture educational achievement social development and service to others. Management has the authority to determine whether an act or circumstance, individually or collectively, adversely affects the interests of UC community. Additionally, Management may assign appropriate sanctions and/or take actions to appropriately address concerns and violations, including room and/or property inspections, confiscation and disposal of prohibited items and any policy violation.

Further, any resident suspected to be involved in unacceptable or prohibited behavior might also be subject to conduct proceedings at his or her individual school, and/or civil and criminal action. A resident's employer, or internship provider, as well as law enforcement personnel, if appropriate, may be informed of either alleged or determined incidents of violations of policy, procedures or accepted community standards.

While every effort will be made to provide residents with complete, accurate and timely information, UC Management reserves the rights to change, amend, modify or revoke any policy or procedure contained in this document, with or without notice. In the event of questions, final interpretation of the policies and procedures applicable to UC

is the responsibility of the Executive Director in consultation with the Conference Chicago Management Staff.

## **Enforcement Procedures**

The Assistant Director, Summer Housing and Conference Operations is responsible for the adherence to the Community Standards Enforcement Procedures. Support is received from University Center professional staff including the Director of Residence Life and/or his respective staff.

Processes utilized to address inappropriate behavior and violations of policies and procedures are not intended to replicate a court of law. Federal, state and local procedural rules do not apply. All decisions and actions are evaluated on the facts presented. However, the UC will render final decisions based on a preponderance of evidence, or what would be considered 51% sure, or more likely than not. Rules of common courtesy are followed at all times and meetings are not open to those not involved in the review process.

UC administration reserves the right to take immediate and appropriate action to address situations and behaviors that are significantly disruptive to the community or pose an imminent threat to the safety of any individual or others including temporary removal of residents from the University Center community.

## **Reporting Process**

Any person may file an Incident Report documenting inappropriate behavior, violations of policies and procedures and/or incidents that occur in or around UC. UC Incident Reports may be obtained and submitted in the Management Office or at the Security Desk.

### **Assessment of UC Report Form**

The Assistant Director Summer Housing and Conference Operations and/or a designated conference professional staff member will assess the UC Incident Report and the documented incident. Conflicts between residents may be addressed without formal action through assistance of a UC staff member. However, if the situation warrants, an investigation of the documented incident and the circumstances will continue. Additionally, UC Incident Reports may be forwarded to the institution of record of the individual named on the UC Incident Report at the discretion of UC staff or upon request of the appropriate member institution.

### **Formal Notification**

If formal notification of the individual(s) named on the UC Incident Report is

deemed necessary, the Conference Management Office will notify the individual(s) named on the UC Incident Report in writing. The notification may:

- Inform the individual of the policies, procedures and behavioral expectations that may have been violated, with no further action
- Inform the individual of the alleged inappropriate behavior with a written warning, and no further action needed at that time
- Inform the individual of the report and any allegations, and request a formal meeting with a professional staff member be scheduled. Failure to schedule this meeting as directed may result in a decision made in absentia (See “Sanctions” below).

### **Formal Meeting**

The Conference staff member will meet with the individual to discuss the documented behavior and provide an opportunity for the resident to share their side of the incident. Sanctioning will most likely occur at that time based on current and appropriate precedent, but in some instances, there may be more time needed to complete any questioning or investigation into the incident.

### **Sanctions**

In all cases, the primary concern is to hold individuals accountable for their actions and to protect the welfare of the residents living in the UC. Sanctions are designed to underscore the necessity for a change in behavior. One or more of the following options are available for sanctioning:

1. Formal Written Warning – outlines in writing expectations for future behavior
2. Guest Privileges – restrictions on visitation privileges, including prohibition of hosting guests in the building for a specified period of time
3. Financial Restitution – direct payment for damages to property
4. Restricted Access – to specific areas, floors, dining center, resources of the community for a specified amount of time
5. Housing Probation – defines a resident’s status for a specified amount of time and stipulates that any further violations of community standards during such time will result in more severe sanctions, including removal from UC.
6. Termination of the Resident’s Housing Agreement – permanent removal of a

resident from UC

7. Notification to Parents or Legal Guardians – notification to parents may occur if residents are under 18 years old when violations involve:

- Illegal activity, including violation of the alcohol policy
- Weapons or the use of objects as such
- Destruction or damage to property belonging to others
- Physical abuse or self-endangerment
- Sexual harassment policy
- Unauthorized removal, use or possession of property belonging to others
- Sanctions that include (temporary or permanent) suspension or termination of accommodations at UC

### **Administrative Appeal**

The appeal request must explain, in detail, the reasons for the appeal. The Executive Director, in consultation with the Assistant Director of Summer Housing and Conference Operations, will review the request and render a decision if the appeal merits an administrative review.

### **Administrative Review**

Once sanctioning has occurred, a resident does have the right to an appeal for any decisions of probation or higher. If a sanction is a Written Warnings or less, it is not an appealable sanction. In that case, a resident is welcome to schedule a meeting with a Conference staff member to discuss the matter further, but the sanctioning is not eligible to be altered.

Sanctions of Probation or higher may be appealed by submitting a request for appeal letter to the Assistant Director Summer Housing and Conference Operations within three business days of being informed of the rendered sanctioning. To qualify, the appeal must be based upon either of the following conditions:

- The sanctions are thought to be disproportionate to the offense
- New and significant information has become available which was not available before the original decision was rendered

The appeal request must explain, in detail, the reasons for the appeal. The Assistant Director Summer Housing and Conference Operations in consultation with the Executive Director will review requests and render a decision if the appeal merits an

administrative review. The Executive Director may deny the request for an appeal should conditions not be met.

If the appeal is granted, the Executive Director will meet with the resident to review the basis for the appeal. At the discretion of the Executive Director, witnesses may be called. The resident may appoint a faculty member, staff member or colleague, or a fellow UC community member, to attend the review as his/her silent observer. An observer must be approved by the Executive Director prior to the administrative review, and the Assistant Director of Summer Housing and Conference Operations may also be present during the review.

The Executive Director has the authority to:

- Allow additional time for further investigation at the discretion of the administrative reviewer
- Find the individual not responsible with recommended further action
- Find the individual responsible and either support current or assign new and different and appropriate sanction(s). Previous behavior/status and the seriousness of the infraction, along with the resident's home institution's precedent will be considered when assigning sanctions.

Failure to appear at a scheduled review may result in a decision being made in absentia.

All decisions made through administrative review are considered immediately enforceable and sanctions are in effect whether or not an appeal is submitted, and throughout the appeal process.

The Executive Director in consultation with the Conference Center professional staff will make the final determination of the appeal, including removal from University Center. Failure to complete or comply with any sanction or requirement within the designated time frame may result in additional action.

**IMPORTANT NOTE:** While every effort will be made to honor the process, the Executive Director reserves the right to take immediate and appropriate action outside these procedures to address situations and behaviors that are significantly disruptive to the community or pose an imminent threat to the safety of the individual or others including temporary removal of residents from the University Center community.